

RECREATION LEADER

FLSA Code: N

Job Code: 5105

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work involving a variety of activities related to the supervision of recreation activities and maintenance of recreation center or assigned facility; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with youth, senior and adult recreation programs; ensuring safety of program participants; maintaining center; maintaining records; preparing reports.

Plans, organizes and supervises a variety of games and activities associated with facility operation;

Manages assigned instructional and other programs for specific populations;

Assists public and answers questions;

Opens and closes center; supervises activities at center such as special events and programs;

Supervises program volunteers;

Ensures safety and proper behavior of program participants;

Assists with cleaning and maintenance of center; helps set up for special events and activities;

Attends and supervises field trips;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school and some experience in recreation work; possession of appropriate certifications for programs to which assigned; general knowledge of the principles and practices of recreation programs, services and work in one or more phases of community recreation activities; some knowledge of computers and data entry techniques; demonstrated ability to schedule and coordinate a recreation program, to provide working leadership to a group of recreation participants, to enter data into a computer and to establish and maintain effective relationships with city officials, associates and activity participants. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.